

Required Documentation upon In-Processing

- Five copies of ADT, ADTS, ADSW or AT orders.
- For service members on active duty tours five copies of DD Form 1610 (TDY orders)
- One copy of your DA Form 2-1. Note: You must have a minimum CL score of 92. If you do not have the minimum required CL score, you can take the ASVAB test at your nearest Education Center and have the results entered on your DA Form 2-1, Section II, block 8, or bring the ASVAB results.
- One copy of your medical screening, if you are over 40 years old.
- One copy of DA Form 3349 (Profiles), signed by your commander. If you receive a profile after enrollment, you will be evaluated for continued enrollment.
- A physical profile of at least 222222 with a physical demands rating of “Heavy”. Also required is normal color vision.
- Pre-execution checklist (Enclosure 6) signed by your Commander
(Student will not be enrolled without this document)

****NOTE Please use the Checklist provided, not a blank one, since all information to be verified is included on the form. If you use a blank form, you may miss important details.**

IF YOU ARE AN IRR OR IMA SOLDIER / STUDENT bring the following additional documents.

- Lease/mortgage contract
- Marriage & birth certificates for dependents
- Direct deposit information
- Most recent promotion order
- Copies of all DD 214's